

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## POSITION VACANCY ANNOUNCEMENT

### CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

<b>ANNOUNCEMENT NO:</b> CFSA-09-M060	<b>POSITION:</b> Innovative Family Support Services Program Manager MS 301-14
<b>OPENING DATE:</b> 4/29/09	<b>CLOSING DATE:</b> 05/12/09
<b>IF "OPEN UNTIL FILLED"</b> <b>FIRST SCREENING DATE:</b> _____	<b>SALARY RANGE:</b> \$88,545 - \$123,963 PA
<b>WORK SITE:</b> WASHINGTON, D.C.	<b>TOUR OF DUTY:</b> 8:00 A.M. TO 5:00 P.M. Monday – Friday
<b>PROMOTION POTENTIAL:</b> NONE	<b>AREA OF CONSIDERATION:</b> UNLIMITED <b>NO. OF VACANCIES:</b> ONE (1)
<b>AGENCY:</b> Child and Family Services Agency (CFSA), Office of the Deputy Director for Clinical Practice (ODDCP), Innovative Family Support Services Administration (IFSSA)	
<b>DURATION OF APPOINTMENT:</b> MANAGEMENT SUPERVISORY SERVICE (AT WILL)	

The mission of the Child & Family Services Agency (CFSA) is to improve the safety, permanence, and well-being of abused and neglected children and to strengthen troubled families in the District of Columbia. The Innovative Family Support Services Program Manager is responsible for managing and directing the delivery of professional social services and Facilitated Family Team Meetings to children and families of the District of Columbia.

- Devises, plans, develops and implements timetables for various phases of program activities. Serves as the program representative on various inter/intra agency committees and task force groups focusing on child welfare issues.
- Implements division goals, objectives, short and long-range plans and projects; develops and interprets operating and program policies and procedures; reviews, evaluates, and revises program and service delivery for Facilitators, Coordinators, Specialists and Social Workers involved in the family involved decision making process.
- Responsible for comprehensive evaluations of IFSS goals and objectives. Makes recommendations and decisions affecting the character of operations, organizational improvements and decisions impacting relationships with other IFSS participants and stakeholders.
- Monitors and manages the review and analysis of agency policy and ensures the compliance, efficiency and inclusion of federal and local mandates.
- Performs the full range of supervisory responsibilities, managing/supervising the day-to-day activities of administrative and technical support staff. Make recommendations on employee promotions and/or reassignments. Resolves complaints, provides counseling and makes provisions for developmental training for the staff. Interviews staff and makes recommendations for hiring, assigns and reviews work for adherence to regulations, policies and standards, and assigns special projects, evaluates the performance of supervisory subordinates and conducts staff meetings to clarify problems and obtain IFSS reports. Provides direction to partner agency staff and feedback regarding needs, improvements and accomplishments to Facilitators, Coordinators, and Specialist and all third party participants.
- Facilitates the development of inter and intra-agency relationships across program areas. Coordinates IFSS training with the Office of Training Services for staff development and training. Provides workflow analysis and direction for the Supervisory team to improve effective workforce utilization. Assists the Contracts and Procurement Administration in the monitoring of contractual agreement with clinical services providers.
- Performs other related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

**One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. Thorough knowledge of Federal and District laws and regulations related to child welfare.**

#### **SELECTIVE PLACEMENT FACTORS:**

- A Master's Degree in Social Work from a school accredited by the Council of Social Work Education
- Requires a license in Social Work, Psychology or other related Social Science field
- Requires Supervisory experience and Ability to manage social services disciplines
- Requires valid Driver's License

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of clinical practice protocols, program policies, technical and administrative procedures and guidelines;
2. Thorough knowledge of Systems of Care Model, Family Group Decision Making and best practices to provide staff leadership, mentoring for program operations and quality outcomes for children and families in the child welfare system;
3. General knowledge of research evident by years of experience which involved research and analysis;
4. Ability to use Microsoft Office for oral and written presentations;
5. Thorough knowledge of CFSA, its mission and goals and rules governing placement and confidentiality;

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**OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.**

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

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How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex (gender or sexual harassment), age, marital status, personal appearance, gender identity or expression, sexual orientation, family responsibilities, matriculation, disability, genetic information or political affiliation. Applicants will only be notified if an interview is granted.

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<b>MAIL TO:</b>	<b>Child and Family Services Agency Human Resources Administration 400 6<sup>th</sup> Street, SW Washington, DC 20024</b>	<b>WEBSITE:</b>	<a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a>
<b>TO APPLY:</b>		<b>TELEPHONE:</b>	(202) 724-7373
<b>FAX TO:</b>	(202) 727-5750		
<b>EMAIL TO:</b>	<a href="mailto:cfsa.jobs@dc.gov">cfsa.jobs@dc.gov</a>		

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX (gender or sexual harassment), AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY,, GENETIC INFORMATION,GENDER INDENTITY OR EXPRESSION, OR COLOR, DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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